

**CITIZEN'S CHARTER**  
**DIRECTORATE OF GEOLOGY AND MINING**  
**GOVT. OF ASSAM**

**Dakhingaon, Kahilipara**

**Guwahati-19**

**1. Introduction:-** The objective of the Directorate of Geology and Mining is to work for better quality in public service. The Citizen's Charter is prepared with a view to allow the Citizen's to avail the facilities/services promptly.

**2. Vision:-** To consolidate the leadership position of Assam in the management and exploration of mineral wealth and to facilitate pursuit of excellence in Governance for the benefit of Citizens .

**3. Mission:-** To undertake/facilitate scientific exploration, judicious conservation and revenue maximization in an industry, eco and citizen friendly policy frame work.

4. Business Transacted:-

- a) Preparation of Budget
- b) Preparation of Annual Financial Statement
- c) Organizing DPC for non Gazetted officer and staff
- d) Transfer and posting of non Gazetted personal under Directorate of Geology and Mining, Assam

5. Client:

- a) Citizens
- b) All employees under Directorate of Geology and Mining
- c) Industries using minerals
- d) RQP
- e) Lease holder of Major and Minor minerals
- f) O.N.G.C, O.I.L and other DSF.
- g) Coal India Ltd.
- h) AMDC